Research.gov

Submitting Program Income

The 2014 Proposal and Award Policies and Procedures Guide (PAPPG) requires that all awardee organizations submit a Program Income Reporting Sheet beginning March 1, 2014 in order to report the amount of program income earned and expended as of September 30, 2013. Each year thereafter, awardee organizations will be required to submit the Program Income Reporting Sheet by November 14 in order to report the amount of program income earned and expended as of the end of the previous Federal fiscal year.

Program income is gross income earned by the awardee organization that is directly generated by a supported activity or earned as a result of NSF-funding. This would include things such as fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items fabricated under the grant, and license fees. Interest earned on advances of Federal funds is not program income.



Program Income Reporting Worksheet

Financial Users can access the Program Income Reporting Worksheet by going to the <u>Program Income</u> page on <u>Research.gov</u>. In addition to this guide, instructions for completing the worksheet can be found on the Program Income page.



To start, you must first click **Download the Program Income Reporting Worksheet** at the top of the **Program Income** page.



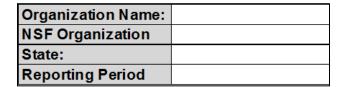


<u>Download the Program Income Reporting Worksheet</u> Program Income reporting worksheet.



Once opened, begin by completing the following sections at the top-left of the worksheet:

- Organization Name: Enter your organization's name
- NSF Organization ID: Enter your organization's NSF ID (10 characters)
- **3. State**: Enter your organization's state abbreviation code (e.g., VA)
- 4. Reporting Period: Pre-populated by NSF





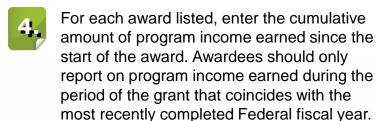
Next, you will need to list your NSF awards that earned program income. If no awards have program income, jump to **Step 8**.

NSF Award Number	Program income Earned (Cumulative)	Cumulative Program income expended in accordance with the additive attenuative	Cumulative Program income expended in accordance with the deductive attensive	Cumulative Unexpended Program Income	Pemarks
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Note: Only include awards that were active, based upon the start and expiration date, during the most recently completed Federal fiscal year.



Submitting Program Income



NSF Award Number	Program Income Earned (Cumulative)	Cumulable Program income expended in accordance with the actifies attenuable	Cumulable-Program Income expended in accordance with the deductive stlendive	Cumulative Unexpended Program hoome	Remarks
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		0.00	0.00	0.00	
		0.00	0.00	0.00	

You must also determine the type of program income reported based on award terms and conditions and enter into the appropriate column. The type of program income reported is either additive or deductive. See NSF AAG Chapter III.D.4. for definitions. Then enter the cumulative program income earned in the applicable column.

NSF Award Number	Program Income Earned (Cumulative)	Cumulative Program Income expended in accordance with the actifive attenuative	Cumulative Program income expended in accordance with the deductive attenuative	Cumulative Unexpended Program house	Remarks
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		0.00	0.00	0.00	

Note: If the additive column is completed, then there can be no value other than zero or null in the deductive column, and visa versa.

Unexpended program income will be automatically calculated and displayed.

NSF Averd Number	Program Income Earned (Cumulative)	Cursible Proposition accordance with the additive allengive.	Cursulable Propositional income expended in accordance with the deductive atlantative.	Cumulative Unexpended Program Income	Pemaks
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Finally, you can add remarks; if necessary.

NSF A ward Number	Program Income Earned (Cumulative)	Cursable Proposition are special in accordance with the accided allenging	Ourside Propositions income expended in accordance with the deductive standard.	Cumulative Unexpended Program house	Pernaks
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- Below the table, you will need to check the box next to the applicable statement for your organization:
 - 1. There was no program income to report; or
 - 2. Program income is being expended for the purpose and conditions of the award(s) listed.
- After selecting the applicable statement, you must complete one final section found at the bottom of the report:
 - 1. Name of Certifying Official
 - 2. Title of Certifying Official
 - 3. Certifying Officials' Phone Number
 - 4. Certifying Official's Email Address

Name of Certifying Official:	
Title of Certifying	
Official:	
Certifying Official's	
Phone Number:	
Certifying Official's	
Email Address:	

You have now completed the Program Income Reporting Worksheet. Please send the completed file as an email attachment to: programincomecertification@nsf.gov.